

Greene County Courthouse Building and Grounds Policy

1. As used in this Policy, the following definitions shall apply, unless context otherwise requires:
 - 1.2 “Applicant” means any individual or organization requesting the exclusive use of one or more reservable spaces for an event.
 - 1.3 “Application” means an application submitted by an applicant for the reservation of a reservable space for the applicant’s exclusive use for an event submitted on a form approved by the Auditor.
 - 1.4 “Auditor” means the Greene County Auditor or his or her designee.
 - 1.5 “Board” means the Board of Supervisors of Greene County, Iowa.
 - 1.6 “Courthouse” means the Greene County Courthouse building.
 - 1.7 “Courthouse grounds” means the grounds surrounding the Greene County Courthouse extending from the exterior wall of the Courthouse to the north to the southern edge of the city sidewalk running along the southern side of East State Street, to the east to the western edge of the city sidewalk running along the western side of North Chestnut Street, to the south to the northern edge of the city sidewalk running along the northern side of East Lincoln Way, and to the west to the eastern edge of the city sidewalk running along the eastern side of North Wilson Avenue.
 - 1.8 “Courthouse parking lot” means the parking lot located immediately to the east of the Courthouse, including the driveways leading to and from the parking lot.
 - 1.9 “Event” means a meeting or other purpose for which an applicant has submitted an application for the reservation of a reservable space.
 - 1.10 “Pet” means a “pet” as defined in Iowa Code section 717E.1(5).
 - 1.11 “Reservable space” means one of the spaces enumerated in the following exhaustive list of spaces which may be reserved by an applicant for an event:
 - 1.11.1 the rotunda on the first floor of the Courthouse;
 - 1.11.2 the assembly room on the first floor of the Courthouse;
 - 1.11.3 the Board room on the second floor of the Courthouse;
 - 1.11.4 the main courtroom on the third floor of the Courthouse;
 - 1.11.5 the magistrate courtroom on the third floor of the Courthouse;

- 1.11.6 the jury room on the third floor of the Courthouse;
 - 1.11.7 the Courthouse grounds immediately to the north of the Courthouse;
 - 1.11.8 the Courthouse parking lot;
 - 1.11.9 the grassy area between the Courthouse parking lot and the city sidewalk running along the western side of North Chestnut Street;
 - 1.11.10 the Courthouse plaza on the south side of the Courthouse;
 - 1.11.11 the Mahanay Memorial Carillon Tower observation deck; and
 - 1.11.12 the Courthouse grounds immediately to the west of the Courthouse.
- 1.12 “Responsible party” means the person responsible for ensuring that an event’s sponsors and attendees abide by all rules contained in this Policy; all applicable federal, state, and municipal laws; and any additional terms and conditions imposed by the Auditor or by the Board upon the approval of an applicant’s application.
- 1.13 “Service animal” means a “service animal” as defined in Iowa Code section 216C.1A(2).
2. The use of roller skates, rollerblades, and skateboards is prohibited in the Courthouse, in the Mahanay Memorial Carillon Tower, and on the Courthouse grounds.
3. No one may sit on, stand on, lay upon, lean against, or otherwise repose upon any statute, monument, memorial, or appurtenance thereto located in the Courthouse, in the Mahanay Memorial Carillon Tower, or on the Courthouse grounds.
4. Animals
- 4.1 No animals except a dog used in law enforcement under the control of a certified peace officer or a service animal are allowed in the Courthouse or in the Mahanay Memorial Carillon Tower.
 - 4.2 No animals except a dog used in law enforcement under the control of a certified peace officer, a service animal, or a pet are allowed on the Courthouse grounds; provided, however, that a pet is not allowed on the Courthouse grounds unless:
 - 4.2.1 the pet is licensed;
 - 4.2.2 the pet has received all required vaccinations; and
 - 4.2.3 the pet is either:

- 4.2.3.1 confined to a cage, kennel, aquarium, or similar container within the immediate reach and control of a competent person capable of controlling the pet; or
 - 4.2.3.2 securely restrained by a substantial leash or chain not exceeding six feet in length under the control of a competent person capable of controlling the pet.
- 4.3 No person shall allow a pet in the person's possession, custody, or control to deposit any fecal material on the Courthouse grounds unless the person promptly removes and disposes of the fecal material in an appropriate manner.
- 4.4 No person shall allow a pet in the person's possession, custody, or control to enter onto or remain on the Courthouse grounds unless the person has in the person's possession a suitable container or instrument for removing and disposing of any fecal material deposited by the pet on the Courthouse grounds.
- 5. Disorderly conduct, as defined in Iowa Code section 723.4, or any behavior that poses a risk to the health or safety of other persons is strictly prohibited in the Courthouse, in the Mahanay Memorial Carillon Tower, and on the Courthouse grounds.
- 6. The Courthouse, the Mahanay Memorial Carillon Tower, the Courthouse grounds shall not be used for any unlawful purpose.
- 7. Smoking, including the use of vaping devices, is prohibited inside the Courthouse and the Mahanay Memorial Carillon Tower.
- 8. Reservations
 - 8.1 Any individual or organization may reserve one or more reservable spaces for the individual or organization's exclusive use for an event under the terms and conditions stated in this Policy.
 - 8.2 In order to reserve a reservable space, an applicant must submit a completed application to the Auditor.
 - 8.3 The applicant must designate a responsible party who must sign the application and agree to be held personally liable for any damages or cleaning expenses resulting from the event.

- 8.4 An applicant submitting an application for the reservation of the Mahanay Memorial Carillon Tower observation deck may be charged a nonrefundable rental fee in an amount set by the Auditor at the time of the application's submission.
- 8.5 Prior to an event, the applicant must meet with the Auditor at a mutually agreed upon time to inspect each reservable space for which the reservation has been made, to document any preexisting damage, and to agree upon the placement of any furniture or equipment.
- 8.6 Signs, emblems, banners, pennants, or other materials may not be affixed to the ceilings or walls of the Courthouse or the Mahanay Memorial Carillon Tower, trees or landscaping on the Courthouse grounds, or any statute, monument, memorial, or appurtenance thereto located in the Courthouse, in the Mahanay Memorial Carillon Tower, or on the Courthouse grounds without the prior written approval of the Auditor.
- 8.7 Minors under the age of eighteen may not be left unaccompanied inside the Courthouse or the Mahanay Memorial Carillon Tower outside of normal business hours.
- 8.8 The use of a reservable space shall not interfere with normal County or State governmental operations or with normal public access to the Courthouse or any offices located inside the Courthouse during normal weekday business hours or on weekends when the Courthouse is required by law to be open for election purposes or for other official business; in addition, the Courthouse parking lot may not be reserved from 8:00 a.m. to 4:30 p.m. on days the Courthouse is open to the public.
- 8.9 No one is permitted to block or to obstruct any sidewalks, ramps, or stairs on the Courthouse grounds or the exterior doors to the Courthouse or the Mahanay Memorial Carillon Tower at any time without the prior written approval of the Auditor.
- 8.10 If an application is for the use of a reservable space inside the Courthouse or the Mahanay Memorial Carillon Tower outside of the County's normal business hours, the applicant shall submit a separate Application for Building Access pursuant to Greene County's Courthouse Access Policy.

- 8.11 An event's sponsors and attendees are prohibited from placing anything on the Courthouse grounds that might be harmful to grass, vegetation, or trees.
- 8.12 At the conclusion of an event, the responsible party shall ensure that the Courthouse, the Mahanay Memorial Carillon Tower, and the Courthouse grounds are immediately returned to pre-event conditions.
- 8.13 The cost of any damage to Greene County property or any cleaning expenses incurred by Greene County resulting from an event shall be charged to the responsible party.
- 8.14 The Auditor may require the applicant to provide proof of an insurance policy naming Greene County as an additional insured in an amount of at least \$1 million if the Auditor reasonably determines such a bond is necessary to protect Greene County from liability caused by the applicant's event.
- 8.15 If the applicant requests additional security, or if the Auditor reasonably determines that additional security is required to maintain the peace, to protect Greene County property, or to ensure the safety or security of event attendees, Greene County employees, or the general public, the Auditor may require the applicant to pay the costs of such security prior to the application being granted.
- 8.16 The Auditor may deny an application for any event if:
 - 8.16.1 the applicant or the responsible party refuses to comply with the provisions of this Policy or with any additional terms or conditions imposed by the Auditor upon the approval of the applicant's application;
 - 8.16.2 approval of the application would interfere with normal County or State governmental operations or with normal public access to the Courthouse or any offices located inside the Courthouse;
 - 8.16.3 there is a preexisting reservation for the reservable space;
 - 8.16.4 the application is submitted less than twenty-four (24) hours before the event; or
 - 8.16.5 the Auditor reasonably determines that the event would compromise the security of the Courthouse or the Mahanay Memorial Carillon Tower or jeopardize the safety of event attendees, Greene County employees, or the general public.

- 8.17 An applicant may appeal the Auditor's denial of an application to the Board by submitting a written appeal to the Auditor.
- 8.18 Any written appeal received by the Auditor shall be immediately placed on the agenda for the next regular Board meeting, provided that such appeal shall not be heard sooner than five (5) days after the appeal is taken without the applicant's consent.
- 8.19 The Board, in the exercise of its discretion, may grant variances from this Policy for cause shown on a case-by-case basis.
- 8.20 A violation of this Policy may be cause for the County to deny an applicant's future use of the Courthouse, the Mahanay Memorial Carillon Tower, or the Courthouse grounds.